

Date: September 16, 2005

To: HVAC Apprentices and Contractors

From: Russ Owen

Subject: Requirement for enrollment in an HVAC training program

There seems to be some confusion regarding the requirement for enrollment in an approved HVAC training curriculum in order to maintain your status as an HVAC apprentice. Idaho Administrative Code 07.07.025.02 specifically requires that you must “maintain enrollment in or successfully complete a training program approved by the board”. The HVAC Bureau and the HVAC Board are receiving reports indicating that many HVAC apprentices are not enrolling in training programs that have been approved by the board and are being provided by various entities in Idaho and surrounding areas.

The purpose of this memo is to clarify that you will not be able to test for an HVAC Journeyman’s license until you provide proof that you have completed the required training program. The bottom line is that if you are an apprentice you will be credited with all your verifiable experience prior to the effective date requiring apprentice registration. You will also be credited for all hours you can document as a registered HVAC apprentice prior to October 1, 2005. Time spent after October 1, 2005 will only accrue if you are enrolled in or have completed an approved training program.

The other consequence of failing to participate in an approved training program is that the HVAC Bureau will not renew your apprentice registration when it expires.

I urge all of you to enroll in an approved HVAC training program as soon as possible. Registration is in progress, and a delay in enrolling may limit the options you might otherwise have!

Please see the document titled, “**HVAC APPRENTICESHIP PROGRAM CONTACTS**” for HVAC Board approved locations of training providers.